

CORONAVIRUS DISEASE 2019 (COVID-19)

VACCINE OPERATIONS GUIDEBOOK



Audience: Covid-19 Vaccine Task Force

Revision Date: 4/12/21

Version: #2

What's changed: Added talking points for leaders to use in general conversations with colleagues about the colleague vaccinations.

PEOPLE — Part 2

Colleague Vaccinations

- [Trinity Health Guidelines for Prioritization of Vaccination in Healthcare Personnel](#)

Key Points

- Vaccination prioritization: Follows the CDC-ACIP and state recommendations for who can receive the vaccine first.
- The COVID-19 vaccine is voluntary and not required for colleagues at this time.
- Colleagues who wish to be vaccinated and meet the prioritization (group 1a) will follow the patient process for vaccination. Although it is not an employee requirement at this time, colleagues are encouraged to get the vaccine. Eventually, all colleagues who are interested in receiving the vaccine will have an opportunity to be vaccinated.
- No internal tracking of colleagues' vaccine status. Colleagues who receive vaccinations as a patient are protected under HIPAA. We are only able to track vaccine status for colleagues who choose to upload their vaccine status to the [HR4U portal](#).
- Leaders engaging in general team discussions that include vaccinations should offer the following introduction: "You are not required to share any personal information related to your vaccine status. The topic of vaccines is included in support of Trinity Health's goal to end the pandemic and support the health of our communities through vaccination. As with any personal information, colleagues are not required to disclose their vaccine status."

Voluntary Reporting

Colleagues have the option to submit their COVID-19 vaccine documentation to have the record stored in Workday for possible future need.

- Colleagues can submit a photo or scanned copy of their vaccination card/document within the HR4U colleague portal at [HR4U](#).
 - Log-in with your Trinity Health credentials, select Process from the menu and then select COVID-19 Vaccination Verification.
 - Follow the steps outlined.
- When you submit the information, you are voluntarily agreeing to provide this information to your employer. Any COVID-19 vaccine information you submit will be maintained as a confidential employee health record.
- Locations not supported by the HR Service Center (IHA, Waterloo) will follow their normal vaccination documentation process.